

**To:** Schmittdiel, Paula[Schmittdiel.Paula@epa.gov]  
**Cc:** Barker, Jack[Barker.Jack@epa.gov]  
**From:** Young, Adrea  
**Sent:** Tue 2/3/2015 8:10:02 PM  
**Subject:** Re: Site Creation Request

Hi there Paula. The national help desk is 1-866-411-4372 select option number 6. I would like to recommend that you review all the information on the One EPA Workplace. There are a lot of training that would be helpful. Also you might want to check with your coworkers to see if they could help you with your site. Thanks Adrea

Sent from my iPhone

On Feb 3, 2015, at 12:43 PM, Schmittdiel, Paula <[Schmittdiel.Paula@epa.gov](mailto:Schmittdiel.Paula@epa.gov)> wrote:

I am truly lost – I can't even get a message to the SharePoint help desk. Do you have a phone # for them?

Paula Schmittdiel

Remedial Project Manager

U.S. Environmental Protection Agency

1595 Wynkoop St.

Denver, CO 80202

Office: 303-312-6861

Fax: 303-312-7151

Cell: 720-951-0795

**From:** Young, Adrea  
**Sent:** Tuesday, February 03, 2015 7:06 AM  
**To:** Schmittdiel, Paula  
**Cc:** Barker, Jack  
**Subject:** Re: Site Creation Request

Hi there Paula. Thanks for the email. I not sure if you have contacted the SharePoint

Helpdesk yet or not but they will be your first line of support. Their number is listed on the My Workplace website. Also if you are looking for how to do something specific in SharePoint try Googling it and there is a lot of information out there for you. Have a good day. Always Adrea

Sent from my iPhone

On Feb 2, 2015, at 12:42 PM, Schmittdiel, Paula <[Schmittdiel.Paula@epa.gov](mailto:Schmittdiel.Paula@epa.gov)> wrote:

Jack or Adrea – I need some help with this SharePoint webpage that I had you set up last fall. I am finally getting around to using it and I really don't know the 1<sup>st</sup> thing about getting in to it – and putting documents on the SharePoint and giving designated people inside and outside the agency access.

Can one of you help me or direct me to someone who can? Thank you.

Paula Schmittdiel

Remedial Project Manager

U.S. Environmental Protection Agency

1595 Wynkoop St.

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Cell: 720-951-0795

**From:** Barker, Jack  
**Sent:** Wednesday, November 05, 2014 10:09 AM  
**To:** Schmittdiel, Paula  
**Cc:** Young, Adrea  
**Subject:** FW: Site Creation Request

Changed the https: name

You will have in other email.

Created site-took a while because of some testing for outside user issues in the past.

**From:** USEPA Apps Catalog [<mailto:no-reply@sharepointonline.com>]  
**Sent:** Tuesday, October 28, 2014 4:15 PM  
**To:** Barker, Jack; Michnick, John; Serina, Don; Young, Adrea  
**Subject:** Site Creation Request

Hello,

This is a Site Creation Request for site the 'Upper Animas Watershed'.

Type Of Site: Region 8 Work Site

Organization Name: Upper Animas Watershed

AAShip/Regional Office: [https://usepa.sharepoint.com/sites/R8\\_Work/](https://usepa.sharepoint.com/sites/R8_Work/)

Site URL:

[https://usepa.sharepoint.com/sites/R8\\_Work/http://usepa.sharepoint.com/sites/R8\\_Work/UpperAnimas](https://usepa.sharepoint.com/sites/R8_Work/http://usepa.sharepoint.com/sites/R8_Work/UpperAnimas)

Site Owner: [SchmittDiel.Paula@epa.gov](mailto:SchmittDiel.Paula@epa.gov)

Description: Both EPA staff as well as staff at other federal and state agencies and community groups that are interested in the mining impacts on the water quality of the Upper Animas River watershed in San Juan County, Silverton Colorado.

Allow All EPA Employees Read Access: on

Topics: ,Watersheds,Water Pollution,Superfund,Sustainable Development,

Epa Line Of Business: undefined

Intended Audience: It is intended that this Share Point will allow both EPA staff as well as parties outside of EPA including but not limited to BLM, USGS, USACE, State of Colorado agencies, and local city and county governments and citizens access to documents and data posted on this site.

To Accept here [Accept](#) (by pressing 'Accept' your site will automatically be created.)

To Reject here [Reject](#)

To Edit Request [Edit](#)